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THE ASSISTANT DIRECTOR, OMB

29 September 1960

CIA Staff Assistant, NSC Staff

OMB Operating Procedure - Instruction No. 32.

1. I regret that I was not consulted in the preparation of the subject instruction. There are several points which I must make with respect to it.

2. First and simplest, my designation since the reorganization of the NSC Staff has been "CIA Staff Assistant." The Director himself is CIA member of the Senior Staff and I am his alternate at that level. Primarily, however, I am "Staff Assistant" at the level of the old NSC Staff, and [REDACTED] is my alternate in that capacity. Mr. Childs is no longer a member of the NSC Staff.

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3. The papers disseminated by the NSC are of two sorts: those addressed to the Council ("in the white"), and those addressed to the Staff ("in the blue"). The latter are expressly "for NSC Staff consideration only."

4. The NSC makes no dissemination except to members of the Council and of the Staff personally. Consequently I receive NSC papers only as Staff Assistant (not as a member of OMB, much less as Chief of the Global Survey Division). It is expected that, at my discretion and on my personal responsibility, I will normally give further dissemination to NSC papers in order to develop a CIA contribution to the deliberations of the Staff. All such secondary dissemination is predicated upon a need to know in order to perform a specific service. In some cases my discretion is limited by specific instructions of the NSC Secretariat.

5. As a practical matter, no routine arrangement for internal dissemination will meet the requirements of the situation. This is particularly the case with respect to papers "in the blue". Rarely have they validity for information and guidance. Some are tentative working drafts likely to be superseded in a matter of hours. In most cases the comments of selected analysts are required on short notice, leaving no time for routine procedures. My normal practice has been to send such papers directly to the Division primarily concerned, although I have made wider routings for background information in appropriate cases.

6. Papers "in the white" are generally of more value for information and guidance, but they too are variable, ranging from

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those which refer unsolved problems to the Council to those which propose a coordinated US position. My normal practice has been to route such papers through AD/OSI to D/Pub for further routing. I must say, however, that D/Pub has not always exercised due care and discrimination in this regard. The handling of these papers in the Divisions also has been variable, some holding them closely, others routing them as any ordinary matter of general interest.

7. In view of the foregoing, I would suggest that paragraph 2 a of the subject Instruction should read as follows:

a. HSC Documents

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Received by the CIA Staff Assistant, HSC Staff [REDACTED], who will make appropriate routing within OSO. Council papers will normally be routed to AD/OSI and D/Pub, where further routing will be determined on a strict need to know basis. The same rule will apply to the routing of these documents within Divisions.

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cc AD/OSI
D/TP
D/Pub

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